

## **CITY OF BURBANK**

### **CHIEF ASSISTANT CITY ATTORNEY**

#### **DEFINITION**

Under direction of the City Attorney, performs difficult and complex legal work without detailed supervision; supervises one or more of the divisions in the department; manages the day-to-day operations of the City Attorney's Office; may act as the City Attorney in their absence; and perform related work as required.

#### **ESSENTIAL FUNCTIONS**

Performs legal research, analyzes, and renders complex legal opinions to the City Council, boards and commissions, and City departments; drafts, reviews, revises, and/or negotiates ordinances, resolutions, contracts, staff reports, and other legal documents and instruments; attends and represents the City at public meetings and legal proceedings; provides legal training to City Councilmembers, Board and Commission members, and City employees; provides legal support to City departments and staff, establishing and revising policies, programs, and initiatives; prepares complex and sensitive reports and other written correspondence; supervises, trains, and evaluates professional, administrative support, and paralegal staff; makes effective recommendations regarding hiring, promotions, transfers and disciplinary action as needed, up to and including termination; coordinates with outside counsel as assigned; assists in the development of policies and practices that support the efficient running of the department; assists with budget preparation; may be assigned to oversee one or more of the department's divisions; manages caseloads and assures proper distribution of work among staff; provides excellent customer service; exercises independent judgement; handles confidential information with discretion; may act as the City Attorney in their absence; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of – the principles and practices of administrative, civil, criminal, constitutional, and municipal law and procedures; essential elements of municipal law including, but not limited to land use, public financing, public works, and litigation pertaining to municipalities; the principles and practices of sound personnel management and supervision; the principles and practices of law office management; methods of legal research including, but not limited to computer research; budget preparation; spelling, grammar, and punctuation.
- Skill in – operating computers and related software.
- Ability to – lead, train, and supervise others; communicate effectively orally and in writing; analyze and apply legal principles; negotiate and draft a wide variety of

complex legal documents including, but not limited to ordinances, resolutions, contracts, real property instruments, and pleadings; plan and direct the work of others; establish and maintain effective working relationships with the City Attorney, City officials, fellow employees, and the public.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to, possession of a Juris Doctor Degree from an American Bar Association accredited law school or equivalent; five years of experience as a practicing municipal attorney, and three years of supervisory experience.

**License & Certificates:** Licensed to practice law in California and in the Central District of the United States District Court. Active membership in the State Bar of California. A valid California Class "C" driver's license or equivalent at time of appointment.

#### **SUPPLEMENTAL INFORMATION**

None.